

**STAFFING CHART - ANNEX A**  
**MIAMI-DADE HOUSING AGENCY**  
**FISCAL YEAR 2004 - 2005**

100501

03-04	OFFICE OF DEPUTY DIRECTOR	04-05
	1 Administrative Officer 3	1
	1 Assistant to Deputy Director	1
	1 Deputy Director MDHA	1
	1 Executive Secretary	1
	1 Information Representative	1
5		5

03-04	FINANCE & ADMINISTRATION	04-05
	1 Director of MDHA Finance & Adm.	1
	1 Executive Secretary	1
2		2

03-04	Finance & Administration	04-05
	1 Administrative Secretary	1
	1 Assistant Director of MDHA Fin.& Adm.	1
2		2

03-04	Accounting Unit	04-05
	8 Account Clerk	8
	11 Accountant 1	11
	6 Accountant 2	6
	1 Accountant 3	1
	1 Administrative Secretary	1
	3 Clerk 2	3
	2 Clerk 4	2
	1 Controller	1
	1 Word Processing Operator 2	1
34		34

03-04	Administrative Support Services	04-05
	1 Administrative Officer 2	0
	1 Administrative Officer 3	1
	1 Administrative Secretary	1
	1 Chief MDHA Admin. Support Services	1
	0 Clerk 3	1
	1 Data Entry Specialist 2	1
	2 Driver Messenger	2
	1 Manager MDHA Training & Development	1
	2 Office Support Specialist 2	3
	2 Personnel Specialist 2	3
	1 Personnel Specialist 3	1
	2 Personnel Technician	2
	1 Safety Specialist 2	1
	1 Telephone Console Operator 2	0
	1 Training Specialist 1	1
18		19

03-04	Purchasing & Contract	04-05
	4 MDHA Purchasing Specialist	4
	1 Secretary	1
	1 Special Projects Administrator 1	1
6		6

03-04	Hearing/ Building Mgmt. Office	04-05
	1 Administrative Officer 3	1
	1 Driver Messenger	1
	1 Word Processing Operator 1	1
3		3

03-04	Budget Unit	04-05
	2 Administrative Officer 1	1
	1 Administrative Officer 3	1
	1 Special Project Administrator 1	1
4		3

03-04	Management Information System	04-05
	1 Computer Service Manager	1
	3 Computer Technician 1	3
	1 Computer Technician 2	2
	2 Information Technology Specialist	2
	1 Network Manager 1	0
	0 Network Manager 2	1
	1 Senior Systems Analyst/Programmer	1
	3 Systems Analyst/Programmer 1	3
12		13

03-04	PUBLIC HOUSING OPERATIONS	04-05
	1 Administrative Secretary	1
	1 Director, MDHA Public Housing Operations	1
	1 Executive Secretary	1
3		3

03-04	Public Housing Operations	04-05
	0 Administrative Officer 1	1
	3 Administrative Officer 2	3
	2 Administrative Officer 3	4
	1 Asst Director MDHA Public Housing Oper.	1
	3 Automotive Equipment Operator 2	3
	0 Chief Housing Inspector	1
	1 Clerk 2	0
	1 Clerk 4	2
	2 Community Resource Specialist 2	0
	1 Construction Manager 1	0
	0 Data Entry Specialist 2	1
	0 Housing Inspector 1	2
	4 MDHA Maintenance Specialist	3
	2 Office Support Specialist 2	0
	1 Office Support Specialist 3	1
	1 Plasterer	1
	1 Recreation Leader	1
	0 Rehabilitation Construction Specialist	1
	1 Social Worker 2	1
	2 Social Worker Aide	2
	1 Storekeeper 1	1
	0 Structural Maintenance Specialist	1
27		30

03-04	Regional Office	04-05
	Region 1	
134		147

03-04	Regional Office	04-05
	Region 2	
136		138

03-04	Regional Office	04-05
	Region 3	
67		64

03-04	PRIVATE RENTAL HOUSING	04-05
	1 Administrative Secretary	1
	1 Director, MDHA Private Rental Housing	1
	1 Executive Secretary	1
3		3

03-04	Private Rental Housing	04-05
	3 Administrative Officer 3	2
	1 Assistant Director Private Rental Housing	1
	0 MDHA Compliance Specialist	1
	0 MDHA Tenant Selection Supervisor 2	1
	0 Office Support Specialist 2	0
	0 Secretary	1
	1 Special Projects Administrator 1	1
	1 Word Processing Operator 2	1
6		9

03-04	Section 8 Oper.- Customer Svs.and Records Ctr. / Adm. Tech. Support/ Tenant Selection Office	04-05
	2 Administrative Officer 3	2
	5 Clerk 1	4
	6 Clerk 2	8
	2 Clerk 3	2
	2 Clerk 4	2
	1 Contract Compliance Specialist 2	0
	0 Data Entry Specialist 2	3
	1 Family Relocation Advisor	0
	0 MDHA Compliance Specialist	1
	38 MDHA Section 8 Leasing & Contracts Specialist	34
	6 MDHA Section 8 Leasing & Contracts Supervisor	6
	6 MDHA Tenant Selection Supervisor 1	5
	1 MDHA Tenant Selection Supervisor 2	0
	1 MDHA Tenant Selection Supervisor 3	1
	0 Office Support Specialist 1	1
	2 Office Support Specialist 2	2
	2 Secretary	1
	2 Special Projects Administrator 1	0
	1 Telephone Console Operator 1	1
78		73

03-04	Multi-family Rehab. Special Progr./MOD Rehab. & App. Real Estate/ Subs. Rehab. / New.Constr.	04-05
	1 Administrative Officer 2	1
	2 Administrator Officer 3	2
	1 Contract Compliance Specialist 2	0
	4 MDHA Field Officer	4
	1 MDHA Section 8 Leasing & Contracts Specialist	1
	2 MMDA Real Estate Appraisal & Reloc. Specialist	2
	0 Office Support Specialist 1	1
	2 Office Support Specialist 2	2
	2 Secretary	2
	1 Special Projects Administrator 1	1
16		16

03-04	Inspections Division	04-05
	3 Clerk 2	3
	1 Data Entry Specialist 2	1
	17 Housing Inspector 1	16
	3 Housing Inspector 2	4
	1 Office Support Specialist 2	1
	1 Secretary	1
	1 Special Projects Administrator 1	1
	1 Word Processing Operator 2	0
	1 Word Processing Operator 3	1
29		28

03-04	DEVELOPMENT & LOAN ADMINISTRATION	04-05
	1 Assistant Director MDHA Mortgage Dev. Services	1
	1 Director, MDHA Development & Loan Adm.	1
	1 Executive Secretary	1
	1 Special Projects Administrator 1	1
4		4

03-04	Development and Loan Administration	04-05
	1 Administrative Officer 1	1
	1 Administrative Officer 2	1
	1 Administrative Secretary	2
	1 Assistant Director MDHA Dev. & Loan Adm.	1
	2 Clerk 2	2
	3 Construction Loan Officer	3
	1 Construction Manager 1	1
	1 Construction Manager 2	1
	2 Contract Officer	2
	0 Housing Inspector 1	1
	2 MDHA Field Officer	2
	15 MDHA Finance Advisor	15
	1 MDHA Compliance Manager	1
	2 MDHA Finance Counselor	0
	3 Office Support Specialist 2	3
	1 Principal Planner	1
	2 Rehab. Construction Specialist	1
	2 Residential Mortgage Specialist	2
	1 Word Processing Operator 2	1
42		41

03-04	Administration and Loan Services	04-05
	1 Eligibility Interviewer	1
	1 MDHA Finance Supervisor	1
	1 MDHA Mortgage Service Analyst	1
	2 MDHA Mortgage Service Processor	2
	6 MDHA Mortgage Services Representative	6
11		11

03-04	Summary Annex A - Sub-Total by Division	04-05
	5 Deputy Director's Office	5
	81 Finance & Administration	82
	367 Public Housing	382
	132 Private Rental Housing	129
	57 Dev. & Loan Administration	56
	642 Sub-Total	654